

# FEBRUARY 2020

SUN	MON	TUE	WED	THUR	FRI	SAT
						* 1
2 Groundhog Day	3	4	5	* 6	* 7	8
9	10	11	12 Lincoln's Birthday	13	♥ * 14 Valentine's Day	* 15
16	★ 17 President's Day Washington's Birthday MAT Office Closed	* 18	19	20	21	22
23	* 24	* 25	26 Ash Wednesday	27	* 28	29 Leap Year Bonus Day!

**JANUARY 2020**

SU	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**MARCH 2020**

SU	M	T	W	TH	F	S
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

★ LEGAL HOLIDAY. No public business can be done except by necessity. MS § 645.44, subd. 5.

*When an application, payment...or other document is to be delivered to or filed with a department, agency...of this state... on or before a prescribed date...{which} falls on a Saturday, Sunday or legal holiday, it is timely... if it is delivered or filed on the next succeeding day which is not a Sat., Sun. or legal holiday. MS § 645.151.*

**\* Day****Responsibilities****February 2020**

<b>1</b>	<ul style="list-style-type: none"> <li>• Report to county auditor the total outstanding bonds and warrants of the town as of Dec 31 of the preceding year. MS § 471.70.</li> <li>• Last day for the local assessors to deliver assessment appraisal records to the county assessor. MS § 273.065.</li> </ul>
<b>6</b>	Ballot board established before absentee voting begins. MS § 203B.121.
<b>7</b>	<ul style="list-style-type: none"> <li>• Last day to have ballots ready for absentee voting, and first day of absentee voting. (at least 30 days before election) MS § 204B.35, subd. 4.</li> <li>• Feb 7—Mar 10: period of time for absentee voting. MS § 204B.35.</li> </ul>
<b>14</b>	<ul style="list-style-type: none"> <li>• Last day to notify affected voters of a polling place change since last stand alone town election. (25 days prior) MS § 204B.16, subd. 1a.</li> <li>• Last day to appoint Election Judges for Annual Town Election. (25 days prior) MS § 204B.21, subd. 2.</li> <li>• <b>Post</b> a public notice stating the date of the Presidential Nomination Primary. Notice includes the location of each poll place, voting hours &amp; info specific to the presidential nomination primary as outlined in M.S. 207A.12(b). Notice may be published in addition to posting - at least 15 days before the date of the presidential nomination primary. M.S. 207A.14, subd. 3</li> </ul>
<b>15</b>	Last day for the county assessor to notify township clerks of forthcoming dates for meetings of local Board of Appeal and Equalization. MS § 274.01.
<b>18</b>	Last day to preregister for March 10 Town Election. Closes at 5:00 pm for in person or by mail applications and by 11:59 pm for online applications (closes 21 days before election) MS § 201.061, subd. 1.
<b>24</b>	Last day for an election judge to submit written notice of serving voluntarily to employers without pay, no later than 10 days before election. MS § 204B.31, subd. 2.
<b>25</b>	<ul style="list-style-type: none"> <li>• Last day to <b>publish</b> first of two notices of election in 11-county metro area including bad weather dates. Recommend having date of Board of Canvass in this notice. Publishing is optional for non-metro towns, but if not published, posting is required. (2 weeks before election—last day for second notice 3/5) MS §§ 205.16; 365.51, subd. 2.</li> <li>• First day to do public accuracy test of optical scan voting equipment. Publish notice at least 2 days before test. (within 14 days of election) MS § 206.83.</li> <li>• Last day for town clerk to <b>post</b> sample ballot and make available for public inspection in the clerk's office (at least 2 weeks prior) and to publish if metro county MS § 205.16, subd. 3.</li> </ul>
<b>28</b>	<ul style="list-style-type: none"> <li>• PERA Exclusion Report Due. See Minn. Stat. § 353.01, Subd. 2a, for salary threshold.</li> <li>• Campaign finance reports due 10 days before election (if more than \$750 raised or spent). MS § 211A.02, subd. 1.</li> <li>• Last day to <b>post</b> notice of township election, including bad weather alternate date, at least 10 days before election. MS § 205.16, subd 1; § 365.51, subd. 2.</li> <li>• <b>Towns with November elections:</b> must still publish notice of annual meeting to include bad weather date.</li> </ul>
<b>Reminders</b>	Appoint a Head Judge, as well as an Alternate Head Judge, who can serve the entire Election Day at the polling place MS § 204B.20.